

Position: Branch Manager – Part Time

Reports to: CEO

Date: 8/20/13

Requirements: 20-30 hours per week

Rate of Pay: \$10-15 per hour



Position Summary:

This position is responsible for processing of all Teller and Loan functions in addition to vault balancing and managing branch operations. It will provide general supervision of staff under the direction of the CEO. Actively participate in member education programs. Conduct various community outreach and engagement activities. Maintain operational procedure, and staff training documentation. Cross train to assist in daily operations in the absence of the CEO. Hours will be increased as funding becomes available. Send applications to mross@communitypromisefcu.org.

Essential Duties and Accountabilities

1. Processes daily transmissions of ATM, ACH, and Share Drafts.
2. Reviews member accounts for NSF, return items, uncollected items, etc. Adjusts accounts accordingly and charges fees to member accounts.
3. Maintains and posts member loan payments from payroll deduction or direct deposit.
4. Verify proper lien placement and maintains records of insurance coverage and title.
5. Maintains records of delinquent accounts. Follow collection procedures including member contact via phone, mail, and email, placement with in house collection, placement with collection agency, etc.
6. Prepares monthly member and loan reports for Board meetings.
7. Assist with quarterly NCUA Call Report.
8. Complies with all federal, state, and organizational policies, procedures, and processes, including (but not limited to) Truth In Lending, Truth in Savings, Privacy Act, Bank Secrecy Act, and OFAC.
9. Other duties as assigned by CEO.

Education and Training:

Bachelor's Degree or equivalent and three years of lending, accounting, or a combination of education and experience in a related field or operations at a financial institution. Credit union knowledge and work with underserved populations desirable. General knowledge of all financial products and services; applicable state and federal regulations; including (but not limited to) Truth In Lending, Truth in Savings, Privacy Act, Bank Secrecy Act, and Office of Foreign Assets Control (OFAC).

Skills and Abilities:

- Must be outgoing, friendly, diplomatic and professional.
- Strong customer service orientation, with excellent interpersonal, training and communication skills.
- Excel in promoting a team environment, while displaying strong decision making skills.
- Proficient with personal computers, Microsoft Office, calculators, and other office equipment.
- Ability to assist members in all products and services provided by the credit union.
- Ability to represent and promote the credit union to the community at large.
- Bilingual in Spanish preferred.

Physical Demand and Work Environment:

While performing the duties of this position the employee is required to use hands to feel objects or controls, reach with hands; talk and hear. Must occasionally lift up to 10 pounds. Specific vision acuity necessary to inspect documents. The noise level is moderate; office environment. No specific hazards or conditions.